



## Frequently Asked Questions:

### 1. What is the Graduate Research Management (GRM) system?

- a. The Graduate Research Management (GRM) system is a university system that tracks and monitors postgraduate students through all postgraduate processes from the first registration to graduation through the functionality of the current PeopleSoft system.

### 2. Where can I locate the GRM system?

- a. The Graduate Research Management (GRM) system is a university online platform located on the PeopleSoft Campus solution and can be accessed on the University of Free State website.

#### b. Follow the steps below to locate and access GRM:

- c. Step 1: Go to the University of the Free State website [www.ufs.ac.za](http://www.ufs.ac.za)
- d. Step 2: Click on students on the provided tabs.
- e. Steps 3: Click on student self-services and scroll down.
- f. Step 4: Click on student self-service again.
- g. Step 5: Enter your UFS login credentials in the provided field.
- h. Step 6: Click "Research Candidate Centre" to access GRM.

### 3. How do I get access to the GRM system?

- a. Full research master's and doctoral students can access the system by registering for the current academic year.

### 4. Where can I change my password to access the system?

- a. Students can contact ICT @ [Studentdesk@ufs.ac.za](mailto:Studentdesk@ufs.ac.za) or call +27 51 401 2000 for assistance to obtain or change their password.

### 5. How do I get linked to my supervisor?

- a. For assistance in linking students with their supervisors, students can contact their respective faculties or GRM Helpdesk @ [GRMHelpdesk@ufs.ac.za](mailto:GRMHelpdesk@ufs.ac.za) / call +27 51 401 9011 for more information.

### 6. What is the UFS annual postgraduate student progress report?

- a. The Annual Postgraduate Student Progress Report is intended to assist postgraduate students in reflecting on the progress of their studies to ensure the timely submission of their thesis/dissertation.

**7. Who is expected to complete the progress report?**

- a. Only research master's and doctoral students and their respective supervisors.

**8. When should the progress report be completed?**

- a. The progress report is completed annually, from 1-31 October.

**9. What is the supervision agreement (MOU)?**

- a. A document completed by the students and supervisors establishes agreed roles and responsibilities to be maintained by both parties.

**10. Where can I complete the supervision agreement?**

- a. The supervision agreement (MOU) is completed using the Graduate Research Management (GRM) system. For more information, students can contact their respective faculties or GRM Helpdesk @ [GRMHelpdesk@ufs.ac.za](mailto:GRMHelpdesk@ufs.ac.za) / +27 51 401 9011.

**11. Can I submit the draft of my chapters on GRM?**

- a. Full research master's and doctoral students can submit the drafts of their chapters on GRM. GRM manuals are available upon request for the student's perusal and guidance.

**12. Contact details for all GRM-related inquiries:**

- a. Email Address: [GRMHelpdesk@ufs.ac.za](mailto:GRMHelpdesk@ufs.ac.za)
- b. Contact Details: +27 51 401 9011
- c. For In-person consultations, all students are welcome to visit **Katleho Nyaile (Office 11)** or **Kenny Mokoena (Office 5A)** at the Centre for Graduate Support, Johannes Brill Building.